



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

RECEIVED

1st ___ 2nd ___ 3rd ___

EVENT APPLICATION

KITITITAS COUNTY BOARD OF COMMISSIONERS

Thank you for your interest in holding a special event in Kittitas County. Please complete and return this application along with any other materials to the Kittitas County Board of Commissioners at least 60 days prior to the day upon the event is scheduled. Any misrepresentation in the application materials or deviation from the final agreed upon route and/or method of operation described may result in the immediate revocation of an issued permit. Specifics outlining Event Permits can be viewed at <http://www.co.kittitas.wa.us/boc/countycode/title05.asp>

Event Information

Name of event: Wine in the Pines

Date(s) of event: Sunday, September 6th, 2015

Hours of operation: 1PM-4PM

Description of the event: Sampling event featuring some of Washington's best wines and restaurants.

Has this event taken place before? ☒ Yes ☐ No Dates: 8/31/2013 & 8/31/2014

Estimated attendance: 250-350

How is your event being publicized? The event is being marketed by print and social media. The businesses participating in the event are also able to publicize the event.

Please attach any flyers, posters, etc. with your application submission.

Contact Information

Name of the organizer/contact person: Colette Graham

Address: 301 Rope Rider Drive, Cle Elum, WA 98922

Phone number(s): 509.852.7310

Email address: colette@swiftwatercellars.com

Date of birth of applicant: 11/22/1984

If the application is made on behalf of a partnership, please submit full names with their residence and post office address for a period of six months prior to the date of application together with the location of principal office or place of business of such corporation. _____

Emergency contact name(s) and phone number(s) that can be contacted during the event:

Colette Graham

Name

509.572.5756

Phone Number

Leena Haija

Name

509.378.8814

Phone Number

WRITTEN PERMISSION TO ENTER EVENT SITE

I/We hereby permit law enforcement and/or County officials to enter the site for which the Event Application has been granted at the time of the event and up to five days prior to the event for the purposes of inspecting and enforcement of County Code and other applicable laws, and pursuant to my agreement and representations made in connection with this Event Application.

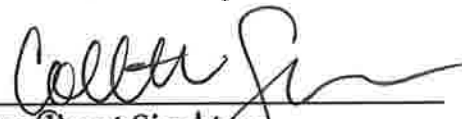
SWORN STATEMENT OF COMPLIANCE

I/We hereby acknowledge that I/We have read Kittitas County Code, have familiarized myself with County requirements. I/We agree that either my designated agent or I/we shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event.

I/We understand that failure to comply with the rules, regulations and conditions set forth in Code may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

Colette Graham

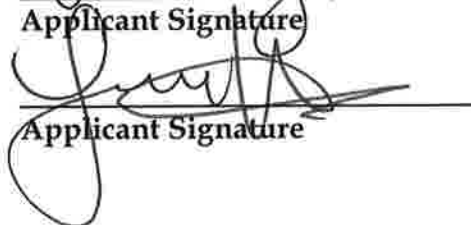
Applicant Name (Print)



Applicant Signature

Leena Haija

Applicant Name (Print)



Applicant Signature



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Fire Safety and Protection

If more than 50 people are expected at your event, you must complete a separate application process which can be obtained through the Kittitas County Fire Marshal's office. You may contact the Fire Marshal's office at 509-962-7000.

Will there be a temporary structure erected for the event? Yes ☒ No

If yes, you must attach a drawing including the dimensions. The structure may require an inspection by County staff prior to the event.

Public Health/Environmental Health

Will there be food served at the event? ☒ Yes No

If no food will be served at the event then, no permit or application is required.

If yes, is the food and beverage that you intend on preparing and serving at the event exempt from permit requirements <http://www.co.kittitas.wa.us/health/food.asp>?

- If yes, please submit an application for exemption from permit and proof of food handlers training to the Kittitas County Public Health Department (KCPHD).

If yes, and the food or beverage is not considered exempt from permit, then does the person or organization preparing and serving the food have a food service permit, temporary food service permit, or catering permit from KCPHD?

- If yes, please provide a list of foods and beverages that you intend on having prepared and served at the event along with the name and phone number(s) of the permitted person or organization.

If yes, and the person or organization preparing and serving the food does not already have a food service permit.

- Then a temporary food service permit or catering permit will need to be acquired from KCPHD prior to the event.

Please allow at least 2 weeks to complete the food service permitting process.

Are there permanent or fixed bathroom facilities already available at the location of the event?

☒ Yes

☐ No

If yes, please provide an estimated attendance for the event, a detailed map that identifies the name and address of the physical facility that will provide lavatory facilities for the event, quantity of toilette facilities available for each gender, and the distance from the event that patrons must walk.

If no, please provide an estimated attendance for the event, specific information related to the number of portable restrooms that will be provided, the distance from the event that patrons must walk, and a service plan to ensure that sani-cans remain in a sanitary condition. You must include the location of the portable restrooms on a map/diagram of the event.



Kittitas County, Washington

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Law Enforcement/Security/Emergency Medical Services

Will there be security on site during the event? Yes ☒ No

If yes, please provide a complete list of names and contact information for who will be providing the security.

Will Emergency Medical Services (EMS) be on site during the event? Yes ☒ No

If yes, please provide written verification from the providers.

Will there be music, sound amplification or any other noise impacts? ☒ Yes No

If yes, Kittitas County has a noise ordinance in effect (see County Code for details). If your event is scheduled for outside of the allowed time, you must submit a written letter to the Board of County Commissioners requesting a waiver and it must be included with your application materials.

Will you have traffic control? Yes ☒ No

If yes, please provide documentation on how the traffic control will be addressed.

Will there be off-site parking? Yes ☒ No

If yes, please provide the location and a parking plan.

Will there be shuttle buses provided for attendees? Yes ☒ No

If yes, provide a map of their route.

Will there be alcohol served at the event? ☒ Yes No

If yes, a State permit is required from the WA State Liquor Control Board and must be submitted with your application materials.



Kittitas County, Washington

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Public Roads

Will the event obstruct, interfere or require the closure and free use of any public road, street or right-of-way? Yes ☒ No

If yes, please provide a detailed adequate traffic and detour plans at the time of submission of the application.

Will there need to be road closure or detour signs posted? Yes ☒ No



Kittitas County, Washington

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Garbage/Recycling

Do you have a plan for garbage and recycling? ☒ Yes ☐ No

A written plan for garbage and recycling must be attached to your application materials. For questions or assistance contact the Kittitas County Solid Waste Department at 509-962-7542.

Insurance

Have you obtained a Certificate of Insurance, specifically naming "Kittitas County" as an insured? ☒ Yes ☐ No

A copy of the Certificate of Insurance must be included with your application materials. Kittitas County must be named as an additional insured in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate coverage.

Penal Bond - Bond of Indemnity

A \$5,000.00 Penal Bond - Bond of Indemnity is required to be deposited with the County Treasurer to save and protect the streets, pavements, bridges, etc. from damage. The deposit or its balance will be returned once the event has been held and the Board of County Commissioners has certified no damage has been done and that the County has not incurred additional expenses

Are you submitting a \$5,000.00 Penal Bond - Bond of Indemnity with your Event Application? ☒ Yes ☐ No

If no, you must request a letter in writing to the Board of County Commissioners requesting a waiver to the Penal Bond - Bond of Indemnity and outline the specific reasons why it should not be required of your event.

County Filings and Registration

Is there a cost to attend the event? ☒ Yes ☐ No

How much are you charging to attend your event? \$70 per person



WINERIES
BREWRIES
DISTILLERIES
FOOD BITES
LIVE MUSIC

*Wine in
the Pines* 2015

Sunday, September 6th
1:00-4:00PM **\$70** PER PERSON
(includes logo glass and
samplings of all wine and food)

TICKETS available at The Boutique at
Swiftwater Cellars or by calling **509.674.6590**

21 & Over | Wine Club Discounts Apply for up to 4 Tickets

301 Rope Rider Drive, Cle Elum, Wa 98922 509.674.6555 SwiftwaterCellars.com



To Protect and Promote the Health and the Environment of the People of Kittitas County

FOODSERVICE PERMIT

PERMIT NO. FE-14-00208

Granted to:
SWIFTWATER CELLARS, LLC

This permit is for:
GENERAL FOOD SERVICES FOOD LEVEL 3 / SUPPLEMENTAL
CATERING

Permit can only be used at this location
301 ROPE RIDER DR
CLE ELUM, WA 98922

THIS PERMIT EXPIRES ON:
10/31/2015

This permit is not transferable



PUBLIC HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH
507 N NANUM ST, SUITE 102
ELLENSBURG, WA 98926
(509) 962-7515

Cheryl Phumala 10/30/14
Regulatory Authority Date

Michael J. Austin M.D. 10/30/14
Health Officer Date



STATE OF
WASHINGTON

BUSINESS LICENSE

Domestic Limited Liability Company

SWIFTWATER CELLARS, LLC
SWIFTWATER CELLARS
301 ROPE RIDER DRIVE
CLE ELUM WA 98922

Unified Business ID #: 602 861 236

Business ID #: 1

Location: 2

Expires: 09-30-2015

TOBACCO PRODUCTS RETAILER
TAX REGISTRATION
DOMESTIC WINERY < 250,000 LITERS
#405532

#405532

INDUSTRIAL INSURANCE
UNEMPLOYMENT INSURANCE

SPIRITS/BR/WN REST LOUNGE + #405532
OFF PREMISES-PRIVATE LABEL WINE

LICENSING RESTRICTIONS:

Not licensed to hire minors without a Minor Work Permit.

LIQUOR CONTROL BOARD TRADENAMES:
SWIFTWATER CELLARS LLC

REGISTERED TRADE NAMES:
SWIFTWATER CELLARS

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Director, Department of Revenue



CERTIFICATE OF LIABILITY INSURANCE

SWIFCEL-01 PURLACHI

DATE (MM/DD/YYYY)

7/3/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Richland Office PayneWest Insurance, Inc. 390 Bradley Blvd. Richland, WA 99352	CONTACT NAME: PHONE (A/C, No, Ext): (509) 946-6161 FAX (A/C, No): (509) 946-0716 E-MAIL ADDRESS:
INSURED Swiftwater Cellars, LLC PO Box 492 Roslyn, WA 98941	INSURER(S) AFFORDING COVERAGE INSURER A: Allied World Nat'l Assurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability <input checked="" type="checkbox"/> WA Stop Gap GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	5115007901	07/07/2014	07/07/2015	EACH OCCURRENCE \$ 1,000,00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,00 MED EXP (Any one person) \$ 10,00 PERSONAL & ADV INJURY \$ 1,000,00 GENERAL AGGREGATE \$ 2,000,00 PRODUCTS - COM/OP AGG \$ 2,000,00
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		511500701	07/07/2014	07/07/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		5117007901	07/07/2014	07/07/2015	EACH OCCURRENCE \$ 5,000,00 AGGREGATE \$ 5,000,00
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
re: Concert Events. Kittitas County is added as additional insured

CERTIFICATE HOLDER**CANCELLATION**

CERTIFICATE HOLDER Kittitas County 205 W 5th Ave Ellensburg, WA 98926	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

Office (509) 962-7657 Fax (509) 962-7682

Fire Marshal "Special Event/Assembly" Permit

Application Date: 4/1/2015		<input checked="" type="checkbox"/> Initial		<input type="checkbox"/> Renewal		Permit #:	
<input checked="" type="checkbox"/> Event Permit (Temporary)		Title of Event: Wine in the Pines					
Dates/Times of Event: 9/6/2015 Event hours from 1pm-4pm							
Physical Location of Event: Swiftwater Cellars, 301 Rope Rider Drive, Cle Elum, WA 98922						<input checked="" type="checkbox"/> Indoors	<input checked="" type="checkbox"/> Outdoors
Event Coordinator : Colette Graham		Phone #: 509.852.7310		Cell #: 509.572.5756			
Mailing Address PO Box 492		City Roslyn		St WA	Zip 98941	Email: colette@swiftwatercellars.com	
<input type="checkbox"/> Assembly Occupancy (Permanent)		Specific Use of Building:					
Physical Address:		Assessor's Map #:					
Building Tenant :		Phone #:		Cell #:			
Mailing Address		City		St	Zip	Email:	
Building Owner :		Phone #:		Cell #:			
Mailing Address		City		St	Zip	Email:	
Hours of Operation: (Only Required for Assembly Occupancy Permits)							
SUN:	MON:	TUE:	WED:	THU:	FRI:	SAT:	
Specific Description of Operation/Event: (Required for both permits) Patrons will go from booth to booth sampling food and wine while being educated on the sampling. We are hoping to have 50 food and wine vendors participate.							
Food/Beverage?		YES	NO	Alcohol Served?		YES	NO
Live Entertainment?		YES		NO		YES	
Security On Site?		YES	NO	Tents? #of		YES	NO
Stages? #of		YES		NO		YES	
Emergency Contact: Colette Graham		Phone #: 509.572.5756		After Hours: Colette Graham		Phone #: 509.572.5756	
Leena Haija		509.378.8814		Leena Haija		509.378.8814	
<p>I hereby state that the above information is correct. I agree to comply with all requirements related to this Event/Assembly Permit. I further agree to, and hereby grant to the Kittitas County Fire Marshal's Office the right to enter onto the premises as described for this permit application, for the purpose of making such inspections and tests as may be required. This permit is valid until renewed, revoked, or expired and is non-transferrable.</p>							
Owner / Authorized Agent							
Signature:		Print Name: Donald Watts					
Title: Owner		Phone #: 509.852.7310		Date: 4/1/2015			